

# The MiXx Monthly – July 2025

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Your Trusted HR Insight – July 2025  
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## US HR HEADLINES

### Managing Time Off During Holiday Weeks

July 4th brings time-off requests, scheduling challenges, and potential coverage gaps. If your business slows down around the holidays, consider a summer PTO strategy:

- Encourage early vacation planning
- Use skeleton crews or rotation schedules
- Avoid burnout by balancing time off evenly


 Action Item: Draft a flexible PTO calendar for Q3 to stay ahead.

## COMPLIANCE CORNER

Colorado Equal Pay for Equal Work Act: 2025 Updates

Amendments now require:

- Pay range disclosure in all remote job ads
- Identification of promotional opportunities to all employees before hiring externally
- More detailed record-keeping for audits

 Tip: Do a mid-year compensation audit and update your job posting templates.

## ASK THE EXPERT

Q: “Is it legal to monitor employee productivity using tracking software?”

A: Generally, yes, but with limitations. Transparency is key. You must:

- Disclose the use of tracking tools in your policies
- Avoid monitoring personal devices without consent
- Comply with local and federal privacy laws

Need a compliant Remote Work and Monitoring Policy? We’ve got one you can customize.

## HR TIP OF THE MONTH

“Stay Ready” for Employee Departures

Mid-year is a standard time for unexpected resignations. Stay ahead by:

- Maintaining up-to-date job descriptions

- Cross-training key roles
- Creating a simple offboarding and knowledge transfer checklist

You don't need to panic when someone gives notice — plan smarter.


## **HR TOOLBOX**

Featured Download: Exit Interview Form (Word/PDF)

Exit interviews provide valuable insights into company culture, leadership, and potential retention risks.

Use our form to document and analyze:

- Reasons for leaving
- Supervisor feedback
- Suggestions for improvement

[  Request your copy now]

 Need help with HR compliance, retention planning, or updating your employee handbook?

Let's talk strategy — Schedule a free consult → [themixxconsulting.com/contact](https://themixxconsulting.com/contact)